

**CITY OF GLENDALE
PERSONNEL BOARD BUSINESS MEETING**

May 25, 2016

**City Hall – Human Resources Training Room
5850 West Glendale Avenue
Glendale, Arizona 85301**

OPEN SESSION

MEMBERS PRESENT:

Bud Zomok, Chair
Stephen Gilman, Vice Chair
Linda Gomez, Member
Becky Shady, Member
Davita Solter, Member

STAFF PRESENT:

Debbie Burson, Assistant HR Director
Nancy Mangone, Assistant City Attorney
Dianne Shoemake, Risk Manager
Naomi Jackson, HR Administrator
LeJeune Boone, HR Generalist

CALL TO ORDER AND ROLL CALL

Bud Zomok, Chair, called the Personnel Board Business Meeting to order at 6:00 p.m. on Wednesday, May 25, 2016. Roll call was taken. All five of the currently appointed Board Members were present, representing a quorum.

PURPOSE OF THE MEETING

Minutes from the Personnel Board Hearing held on October 22, 2015, were presented to the Board for approval. A recommendation was made by Nancy Mangone, Assistant City Attorney, to correct the minutes to identify legal counsel as Attorneys or Legal Representatives, rather than witnesses. The Board voted unanimously to approve the minutes with the recommended change. A motion was made by Board Member Stephen Gilman to approve the minutes; it was seconded by Board Member Becky Shady.

Debbie Burson, Assistant HR Director, opened discussion with the Board of proposed draft changes to the following Human Resources Policies and Procedures:

- 1) No. 201 - Employment
- 2) No. 301 – Compensation and Classification
- 3) No. 401 – Benefits
- 4) No. 505 – Drug, Alcohol and Substance Abuse
- 5) No. 513 – Discipline
- 6) No. 523 – Risk Management
- 7) No. 524 – City Safety Program
- 8) No. 525 – City Vehicles
- 9) No. 526 – Identification Badges and Access Cards

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Ms. Burson went over the proposed significant changes made to these policies. The first significant changes discussed were regarding HR Policy No. 201 (Employment). The City of Glendale "banned the box" and removed the requirement to disclose criminal conviction information on the job application in 2015. Board Member Solter inquired why conviction language was being removed. Assistant City Attorney Mangone explained convictions must be related to job duties. The next change discussed related to benefits for Temporary Personnel under the Affordable Care Act (ACA). Medical benefits will be offered to temporary personnel working an average of 30 or more hours per week. This policy will include definitions of full-time, part-time and temporary employment status. In regard to outside employment, the Human Resources Department has added an "Outside Employment Status" form, which will be completed annually by all employees. Board Member Zomok asked if a supervisor could decline an employee's request based on the type of employment or the organization. It was explained that the purpose of the form was to ensure that no conflicts of interest exists.

In HR Policy No. 301 (Compensation and Classification) changes were made in order to be consistent with our current practices which allow employees to accrue a maximum of 120 hours of compensatory time. HR Policy No. 401 (Benefits) will be changed to reflect that medical benefits will be provided to temporary personnel working an average of 30 or more hours per week in compliance with the ACA (Affordable Care Act). In regard to jury/witness duty, policy will include testifying pursuant to a Court-issued subpoena. This policy will also be changed to include the ability of employees to donate both vacation and sick leave.

HR Policy No. 505 (Drug, Alcohol and Substance Abuse) will be changed to indicate that this policy applies to all City employees and other covered personnel, unless otherwise specified in the governing Memoranda of Understanding for represented employees. In regard to voluntary notification of a substance abuse problem, employees previously were required to submit to return to duty and unannounced follow up testing at any time. The policy will be changed to require employees to return to work upon recommendation of the SAP (Substance Abuse Provider) along with any prescribed rehabilitation plan.

In HR Policy No. 513 (Discipline), *being untruthful or failing or refusing to cooperate in any investigation*, was added as a major performance deficiency. As part of employees' due process rights, the policy was changed to allow service to the employee in person or by certified mail. The Appeal Hearing Procedure was changed so the City Attorney's Office may represent the City in all cases, regardless of whether the employee has retained counsel or is self-represented. This policy will also include language in regard to the settlement of punitive disciplinary actions. It shall state: *The City and employee may agree to settle the punitive disciplinary action at any point in the disciplinary process.*

City Manager Directives will retain their current language and at this time will be changed to HR Policies. City Manager Directive #20 will be changed to HR Risk Management Policy #523. City Manager Directive #15 will be changed to HR City Safety Program Policy #524. City Manager Directive #18 will be changed to HR City Vehicles and Equipment Policy #525.

HR Policy Identification Badges and Access Card #526 will be a new policy which specifies guidelines for the issuance, proper handling, and designated use and replacement of identification badges and security access cards.

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The proposed changes to the policies were opened for discussion with the Board. No objections to the policy changes were made by the Board. Chair Zomok asked if there was any new business. There was no other new business discussed.

Board Member Solter made a motion to approve the proposed changes to the Human Resources Policies. Board Member Gilman seconded the motion and it was approved by the Board.

ADJOURNMENT

Board Member Shady made a motion to adjourn the Business Meeting. The motion was seconded by Board Member Gomez and approved by the Board. Bud Zomok, Chair, adjourned the Business Meeting at 6:45 p.m.

Submitted by:

Jim Brown
Staff Liaison